

NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY



Auditor Accountant Trainee

SALARY: \$41,230.15 - \$43,094.21 (P95)

WORKWEEK: 35 hour workweek

POSTING PERIOD FROM: December 8, 2017

TO: January 7, 2018

OPEN TO: ☐ Unit Scope: ☐ Division Wide
☐ Department Wide
☒ General Public

DIVISION/LOCATION:
Office of Management and Budget
Centralized Payroll Unit
33 West State Street, 2nd Floor
Trenton, NJ 08625

JOB DESCRIPTION:

The Office of Management and Budget, Centralized Payroll Unit seeks an Auditor Accountant Trainee to assist in the auditing of regular and supplemental payrolls in accordance with established payroll rules and procedures. Throughout the trainee period, the incumbent will learn to prepare bi-weekly, monthly, quarterly and annual statements and reports for federal and state taxes, deferred compensation and multiple pension systems; will implement all pension changes and perform quarterly pension reconciliation; will audit regular and supplemental payrolls, apply W-4 changes, implement direct deposit requests and calculate and apply Military Differential; does other related duties as required.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree, including or supplemented by twenty one (21) semester hour credit in any combination of Accounting, Business Administration, Economics, or Finance courses. Applicant submissions must include a copy of degree and/or transcripts (Official/Unofficial) documenting possession of degree and/or specified credits.

If you qualify and are interested, please submit your cover letter, resume, transcripts (official or unofficial) and Application for Employment, **by email only**. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
Subject line: AAT – OMB

To obtain an Application for Employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.doc>. Your application *must* be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application.

RESIDENCY REQUIREMENTS: In accordance with the New Jersey First Act, P.L. 2011, c. 70, new public employees are required to obtain New Jersey residency with one (1) year of employment. For more information, please visit: <http://lwd.dol.state.nj.us/labor/lwdhome/njfirst/NJFirstMenu.html>.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

JOB POSTING AUTHORIZED BY:


Douglas J. Ianni, Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer